

Mayor and Council  
Meeting Minutes for  
August 13, 2002

**Pledge:**

**Roll Call:** Mr. Harrington, Mr. Fitez, Mrs. Greenfield, Mr. Stull, Mr. Castle, Mr Bell and Mayor Jones

**Approval of Minutes:** July 9<sup>th</sup> and July 23<sup>rd</sup>

Motion by Jim Fitez

Second by Walt Stull

Brent Bell change 7/23 strike "YMCA, paragraph 3

Motion by Jim Fitez

Second by Walt Stull

Swearing In - Sandra Dalton, Frederick County Clerk of Court

Brent Bell - Oath

Joe Harrington - Oath

Tom Smith - Oath

**Mayor Remarks:**

New council for next two years 54 years of experience

Good voter turnout for August 6 vote, annexation issue passed.

**Staff Reports:**

Kevin P/W:

Yourtee Springs down 8 inches

Water saving as result of water restrictions: May 14%, June 17% and July 13%

Water Tower problem - Autocon switch at tank installed 1966. New switch on order, specially constructed. Due in next several weeks.

### Public Works Report

Opened three clogged sewers

Repaired four water leaks

One water tap in New Addition

Trimming trees at Railroad Square for new lights

Paving for '02 - '03 - suggested locations to be paved. Some will require more work than others.

These require additional maintenance before being paved.

East "B" St. from 9<sup>th</sup> Ave to 7<sup>th</sup> Ave, After water laterials finished.

West "B" St. (100 blk) needs curbs & walks done & milled street first

Brunswick St, milled & re- black topped after water line & curbs & sidewalks are finished.

Town Houses Peach Orchard Lane & Court

Orndorff Dr. & Court

Manchester Village

4<sup>th</sup> Ave from "A" St. to top of hill at alley, after wall is finished.

Railroad Sq. parking lot (Grant Money)

"H" St. from 5<sup>th</sup> Ave to Souder Rd. after DVL finished building houses.

East Potomac St. from 800 blk to Maple Ave also to be milled.

West Potomac St. from Maple Ave to 600 blk. Both of these Streets to be done after curbs & sidewalks finished.

These are to be paved.

Wintergreen Lane

Tamarack Way

Pepperidge Place

Park Ave from East Potomac St. to Park Ave. & Gum Spring Rd. also pull offs.

"D" St. off 5<sup>th</sup> Ave.

2<sup>nd</sup> Ave from East Potomac St. to "A"

Alley between "C" St. & "D" St. to "A" St.

**Tom Smith** - Questioned who was going to pay to re-pave where DVL run all the water & sewer lines.

**Kevin** - We have to re--pave over top but DVL has to widen the road.

**James Castle** - Railroad parking lot to be paved is being done with grant money.

**Brent Bell** - Was pump fixed at Waste Water Treatment Plant?

**Kevin** - Currently underway

**Walt Stull** - What about South Maple Ave? It's not on the list to be paved?

**Kevin** - Not on list now, requires new water lines in that area.

**Chief:**

BB&T bank robbery occurred on Friday last week. Investigation continuing with Sheriff's Department and FBI.

New shift plan with permanent midnight shift. The new shift plan has reduced O/T by 50%.

Calls for service/arrests.

155 criminal arrest

2500 Traffic Citations

Parking & Meter fines are up.

**Justin** -

Working on agreements for DVL's "H" Street

Working on agreements for Biser/Galyn Manor

Planning Commission to address skateboard park on August 26<sup>th</sup>

**Tom Smith** - Why do they have to redesign of pumping station?

**Justin** - Didn't meet Frederick County requirements that's meant for ADA, such as accessibility.

**Dave Dunn** - Hired Administrative Assistant Sandra Lashley. Duties include Personnel Manual, Ordinance, Salary analysis, etc.

**Debbie Greenfield**

Good turnout for River Race on 9/13/02.

Pool parties for volunteer's, Fire Dept & Ambulance Co. for their help to city.

Pool party for city employees and volunteers

Need volunteers for Railroad Days, committee meeting on Thursday at 7:00

**Walt Stull** - Campground is running smoothly

Justin gave the Planning & Zoning report

**James Castle**

EDC on Thursday

Railroad square lighting project underway

Grand opening for new music store on Saturday

Trash contract expires October. Representative will meet with Dave Wednesday morning.

**Brent Bell** - Problems with Allegheny regarding fixing street lights. A representative that

handles municipalities called City Hall, but we are still having trouble with Allegheny on our street light. Next step will be climbing the ladder to find out something.

**Debbie Greenfield** - National Night Out last Monday August 5<sup>th</sup>. Good turnout.

**Citizens Forum:**

**Bill Culley** - 6<sup>th</sup> Ave

Comments on lack of communication between contractors and Public Works at “H” Street DVL project. Street closures causing problems for emergency responders.

**Mayor** - This situation should not occur. We have been working with Police Dept and Public Works and Contractor.

**Brent** - Suggests sending letter to contractor.

**Karen Tome** - 4<sup>th</sup> Ave

Comments on letter in paper concerning lack of experience with pending annexation process. Asks if councilman will be in favor of altering APFO in future.

**Mayor** - Process will be done correctly.

**Ms. Thomas** - Post Master Brunswick

Details request for alternate site for P.O. operations at City Park building. This would only occur if a September 11<sup>th</sup> similar incident occurs.

**Tom Smith** - Asks why keep operations in town in case of emergency.

**Ms. Thomas** - Need to keep operations close to citizens the office serves. Nationwide removal of mail boxes has occurred.

**Walt Stull** - Motion to accept concept plan for use.

Second by Debbie Greenfield

Approved 6-0

**Mary Bowie** - Tent revival for August 19<sup>th</sup> - August 24<sup>th</sup>

Requests city to provide electric and lights at lot across from City Park near tennis courts.

Requests - electric, lights and 50 chairs.

Motion to approve 50 chairs and lighting with Brent’s review.

Second by Walt Stull

Approved 6-0

Community Clubhouse - Mary Bowie

Use of City Park building.

Motion by Tom Smith  
Second by Walt Stull

Water Tap request - Brunswick St. Lots 131 - 133, 177-181

**Tom Smith** - Inquires regarding all taps on 10" line. Possible better way to tap into main line.

**Steve Cviganovich** - Design manual has dictated current design. Reduces more parallel lines.

**Walt Stull** - Motion to accept 8 taps; Lots 131-133 and 177-181

**Brent Bell** - Second

Approved 5-1

Tom Smith voted no.

**Steve Cviganovich** - Engineer for Dan Ryan

Water & Sewer taps, lots 163-171: 32 lots possible sewer not available with city, taps not available from Frederick Co. under current agreement. Staff recommends Co. agreement changed to service all 32 lots in city in area of Brunswick St. Capacity for 32 will be 8,000 gal per day.

Motion by Tom Smith to grant taps to 9 lots and negotiate with Co. for agreement change.

Second by Jim Castle

Approve 6-0

**Steve Cviganovich** - Engineer for Hunter's Knoll

Request for variance in Design Manual for storm water collection area, manual now calls for drainage pipe for area > 1 acre. Area is 1.02.

Actual storm water collection will meet need for drainage pipe, requests swale be allowed instead for drainage.

**Brent Bell** - Points out manual was designed to prevent city from the need to redo projects.

**Dave Dunn** - In favor changing manual not making exceptions.

**Charlie Smith** - Hunter's Knoll LLC

States project would like to be creative. Manual is too strict. i.e., sidewalks, curbs, etc.

Points out our manual designed after Walkersville where topography is different. Manual does not conform to Smart Growth.

**Steve Cviganovich** - New trends and MDE standards now recommend open swales for drainage.

**Joe Moss ARRO** - Believes city's manual conforms to new MDE regulations. Recommend changes to manual not exceptions.

**Tom Smith** - Encourages yearly review of Design manual. Should not grant exception to manual.

**Brent Bell** - City relies on Engineers to decide specifications. ARRO should compare our Manual to any State regulations.

**Jim Castle** - Should look at changes to manual.

**Walt Stull** - Many people contributed to manual and should not grant exception.

**Joe Harrington** - ARRO can look at areas for changes with city input.

**Charlie Smith** - Can put off storm water issues until September 13<sup>th</sup>.

**Tom Smith** - Specifications for drainage should have considerations, i.e. topography, slope.

Motion by Joe Harrington to have ARRO review section on storm water collection and drainage issue within 2 weeks.

Second by Tom Smith

Approve 6-0

**Dave Dunn** - Safety Audit

Occupational Health - \$6,900 which includes 10 classes of 10 persons each.

Priority One, Inc. - \$7,800 which includes 9 classes of 15 persons each.

Motion Brent to table, to decide on crane inspection costs

Second by Jim Castle

**Square Corner Park Phase II** - POS money

Walt Stull motion to send invitation for bids

Second by Tom Smith

Approve 6-0

**Chief** - Traffic Control Request

113 Central Ave request for curb painting at private driveway

Chief recommends no painting of curbs.

Motion by Tom Smith not to paint curbs

Second by Brent Bell

113 Central Ave - Ray Pecora

Made request due to possibility of hitting cars during inclement weather.

Approved to deny request to paint curbs

6-0

**Drought Restrictions**

**Mayor** - BOCC or MDE will not be in favor of total restriction lifting.  
Special meeting next Tuesday for discussion.

**Joe Harrington** - Springs in Washington Co. are not in restriction area.

**Tom Smith** - Believes water that comes from Potomac River should be exempt from restrictions.

**Walt Stull** - Some restriction still needed.

**Jim Castle** - Some restriction still needed, lift Tuesday - Saturday.

**Mayor** - Some restrictions still needed.

**Brent Bell** - Use even/odd address method system for restrictions.

**Motion to Adjourn:** Tom Smith

**Witness:** \_\_\_\_\_  
**City Administrator**

**Approved By:** \_\_\_\_\_  
**Mayor**

**Prepared By: Dianne Fleming**